



Royal Oak
PUBLIC LIBRARY

BOARD MEETING

Tuesday, February 22, 2022

7:00 PM

Friends Auditorium



Royal Oak

222 E 11 Mile Road
Royal Oak, MI 48067
248.246.3727
www.ropl.org



Agenda

2-22-22, 7:00 PM

Friends Auditorium (Masks Requested)

The Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.

- I. Call to Order/Roll Call
- II. Announcements/communications
- III. Public comment
- IV. Approval of the Agenda
- V. Approval of the Minutes
 - A. 1-25-22
- VI. Financial Reports
- VII. Library Director's Report
- VIII. Committee & Liaison Reports
 - A. Budget
 - B. Policy Review
 - C. Facilities
 - D. Millage Planning
 - E. Friends of the Library
- IX. New Business
 - A. Discussion Items
 - i. Returning to in-person programs
 - ii. Allowing auditorium use
 - B. Action Items
 - i. Phase II Remodel proposal and possible budget amendments
 - ii. Revised policies
 - a) 1.30 - Royal Oak Public Library Board Ethics
 - b) 2.10 Monetary and Other Non-Book Gifts
 - c) 2.11 Endowment Fund and Planned Giving Policy
 - d) 2.20 Disposition of Furniture Equipment
 - iii. Declare items surplus
 - a) Microfilm
 - b) Computer equipment
 - iv. Adjournment

Committee Assignments (bold denotes committee chair, up to 4 trustees may serve)

Fundraising	Ribant Payne , Dyer, Carlson
Budget/Finance	Goetz , Jones, Dyer, Cook
Strategic Planning	Ribant Payne, Stanton, 2 vacant
Policy Review	Macey , Stanton
Facilities/Space Utilization	Macey , Goetz, Jones, Cook
Millage Planning	Goetz , Cook, Stanton (millage ends after 2023)
Director Goals and Evaluation	Ribant Payne, vacant

Royal Oak Public Library Board of Trustees, Regular Meeting Agenda



(completed annually by Director's hiring
anniversary--September for Irwin)

Board Officer Nominating Ribant Payne, vacant

Liaison Opportunities

Friends of the ROPL Meetings: 3rd Monday (except July & Dec), 7-8:30 (Carlson and Dyer. The Director also attends)

RO City Commission Meetings: 2nd & 4th Mondays, 7:30, Attend Quarterly as needed

Downtown Development Authority (DDA) Meetings: ROPL Director attends, 3rd Wednesday, 4 PM

Royal Oak Public Library Board Meeting Notes 1/25/22

- I. Call to Order/Roll Call
Called to order at 7:01 p.m.
Trustees Ribant Payne, Carlson, Cook, Dyer, Goetz, Jones, Macey, Stanton, and Library Director Irwin present.
- II. Swearing in of new trustee Shannon Carlson
- III. Annual Meeting
 - A. Election of officers
 - i. President: Kathryn Ribant Payne
 - ii. Vice President: Karla Goetz
 - iii. Secretary: Sharon Stanton
 - iv. Macey moved, Dyer seconded. No discussion. Passed unanimously.
 - B. Committee assignments:
 - i. Carlson will join Fundraising
 - ii. Dyer will join Budget/Finance and Director Goals and Evaluation
 - iii. Stanton will join Millage Planning
 - iv. Carlson and Dyer will share being liaisons to Friends of ROPL
 - C. Acceptance of Annual Report
 - i. Stanton moved, Cook seconded. Passed unanimously.
- IV. Announcements/communications
 - A. Retirement of Amy Howes
- V. Public comment
 - A. None
- VI. Approval of the Agenda
 - A. Goetz moved, Cook seconded, passed unanimously.
- VII. Approval of the Minutes
 - A. Goetz motioned, Jones seconded, passed unanimously.
- VIII. Financial Report
- IX. Library Director's Report
 - A. Director Irwin suggests moving review of material selection policy up in the policy review calendar in light of patron concern about "Gender

Queer" being available at the ROPL. (Currently scheduled to be reviewed in June.)

X. Committee & Liaison Reports

- A. Budget
- B. Strategic Planning
- C. Policy Review
- D. Facilities
- E. Millage Planning
- F. Board Officer Nominating
- G. Friends of the Library

XI. Special Orders (any order of business scheduled for a particular session)

Finalize Board 2022 planning calendar

- A. Macey moved, Dyer seconded.
- B. Policy Committee will review Materials Selection policy in February (just for 2022.).
- C. Millage wording approval will be added for March.
- D. Bylaws and Ethics Policy will be added to January.
- E. Changes passed unanimously.

XII. Unfinished Business, General Orders

XIII. New Business

- A. Discussion Items
 - i. Bylaws and changing meeting times due to library opening/closing changes
 - ii. Meetings will remain as currently scheduled.
- B. Action Items
 - i. Declare items surplus
 - ii. Cooked moved, Goetz seconded, passed unanimously.
 - iii. Adjournment
 - iv. Cook moved, Dyer seconded, passed unanimously.

Meeting adjourned at 9 p.m.

Respectfully submitted,

Sharon Stanton

Secretary

02/16/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK

PERIOD ENDING 01/31/2022

% Fiscal Year Completed: 58.90

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED		YTD BALANCE 01/31/2022		ACTIVITY FOR MONTH		AVAILABLE BALANCE		% BDGT
		BUDGET	NORMAL (ABNORMAL)	01/31/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED			
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000 - NON-DEPARTMENTAL										
271-000-40200	PROPERTY TAX REVENUES	2,626,000.00	2,581,619.72	4,919.14		44,380.28	98.31			
271-000-53099	MISCELLANEOUS FEDERAL GRANTS	0.00	2,742.45	0.00		(2,742.45)	100.00			
271-000-57300	LOCAL COMMUNITY STABILIZATION	27,000.00	29,183.42	0.00		(2,183.42)	108.09			
271-000-57403	STATE - AID TO LIBRARY	37,000.00	25,030.09	0.00		11,969.91	67.65			
271-000-57405	STATE - LIBRARY PENAL FINES	120,000.00	101,063.77	0.00		18,936.23	84.22			
271-000-64201	LIBRARY COPIER CHARGES	100.00	1,671.00	317.40		(1,571.00)	1,671.00			
271-000-65701	LIBRARY SERVICE CHARGES & FINES	0.00	510.11	0.00		(510.11)	100.00			
271-000-65702	LIBRARY REPL MATERIALS FEES	1,000.00	919.16	59.67		80.84	91.92			
271-000-66500	INTEREST	4,500.00	1,263.53	0.00		3,236.47	28.08			
271-000-67100	MISCELLANEOUS REVENUE	2,000.00	531.66	161.03		1,468.34	26.58			
271-000-67501	DONATIONS	27,500.00	10,605.00	2,925.00		16,895.00	38.56			
271-000-67503	MEMORIAL BOOK FUND	1,000.00	925.00	250.00		75.00	92.50			
271-000-67570	DONATIONS - MISC LIBRARY	0.00	7,879.48	2,748.55		(7,879.48)	100.00			
271-000-69400	CASH OVER AND SHORT	0.00	0.00	0.00		0.00	0.00			
271-000-69700	USE OF FUND BALANCE	386,290.00	0.00	0.00		386,290.00	0.00			
271-000-69800	BOND PROCEEDS	0.00	0.00	0.00		0.00	0.00			
271-000-69929	TRANSFER FROM ROOTS	0.00	0.00	0.00		0.00	0.00			
271-000-69943	TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00		0.00	0.00			
271-000-69962	TRANSFER FROM WC INSURANCE FUND	0.00	0.00	0.00		0.00	0.00			
271-000-69968	TRANSFER FROM MED INSURANCE	0.00	0.00	0.00		0.00	0.00			
271-000-69969	TRANSFER FROM GENERAL LIABILITY	0.00	0.00	0.00		0.00	0.00			
Total Dept 000 - NON-DEPARTMENTAL		3,232,390.00	2,763,944.39	11,380.79		468,445.61	85.51			
TOTAL REVENUES		3,232,390.00	2,763,944.39	11,380.79		468,445.61	85.51			

GL NUMBER	DESCRIPTION	2021-22 AMENDED	YTD BALANCE 01/31/2022		ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDGT
		BUDGET	NORMAL (ABNORMAL)	01/31/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED	
Expenditures							
Dept 790 - LIBRARY							
271-790-70203	WAGES - PERMANENT	650,960.00	348,412.00	50,448.60	302,548.00	53.52	
271-790-70204	WAGES - TEMPORARY	479,790.00	259,298.05	33,243.03	220,491.95	54.04	
271-790-70300	WAGES - OVERTIME	0.00	2,884.77	92.07	(2,884.77)	100.00	
271-790-70401	LONGEVITY PAY	17,050.00	16,802.53	0.00	247.47	98.55	
271-790-70402	SICK LEAVE PAY	3,500.00	0.00	0.00	3,500.00	0.00	
271-790-70404	SHIFT DIFFERENTIAL PAY	0.00	0.00	0.00	0.00	0.00	
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	1,200.00	200.00	1,200.00	50.00	
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	2,180.00	1,105.27	196.56	1,074.73	50.70	
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	18,640.00	8,120.95	2,280.83	10,519.05	43.57	
271-790-70603	OPEB CONTRIBUTIONS	14,970.00	10,367.12	1,329.07	4,602.88	69.25	
271-790-70604	PENSION - UAL - GENERAL	40,080.00	20,940.14	4,382.43	19,139.86	52.25	
271-790-70606	OPEB - UAL	17,920.00	5,985.12	2,848.01	11,934.88	33.40	
271-790-70610	DEFINED CONTRIBUTION	37,160.00	19,628.60	2,909.60	17,531.40	52.82	
271-790-70620	RETIREE HSA	12,490.00	6,542.83	969.87	5,947.17	52.38	
271-790-71101	FICA	87,530.00	47,403.14	6,317.71	40,126.86	54.16	
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	650.00	465.12	205.27	184.88	71.56	
271-790-71201	GROUP MEDICAL INSURANCE	89,040.00	39,098.87	7,163.84	49,941.13	43.91	
271-790-71203	GROUP DENTAL INSURANCE	7,690.00	3,478.60	514.17	4,211.40	45.24	
271-790-71204	GROUP LIFE INSURANCE	2,560.00	1,166.80	160.78	1,393.20	45.58	
271-790-71205	VISION INSURANCE	580.00	240.17	46.50	339.83	41.41	
271-790-71206	WORKERS COMPENSATION INSURANCE	1,070.00	724.31	98.95	345.69	67.69	
271-790-71207	SHORT AND LONG TERM DISABILITY	0.00	1,580.42	312.64	(1,580.42)	100.00	
271-790-72701	OFFICE SUPPLIES	6,000.00	4,471.76	1,148.86	1,528.24	74.53	
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	2,000.00	532.98	0.00	1,467.02	26.65	
271-790-72800	COMPUTER SUPPLIES & PARTS	20,000.00	4,557.45	428.00	15,442.55	22.79	
271-790-73200	CLEANING & JANITORIAL SUPPLIES	10,000.00	3,173.05	1,101.17	6,826.95	31.73	
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000.00	164.99	0.00	835.01	16.50	
271-790-73800	ELECTRICAL & LIGHTING SUPPLIES	500.00	473.77	0.00	26.23	94.75	
271-790-74500	TREES, SHRUBS & PLANTS	500.00	0.00	0.00	500.00	0.00	
271-790-78900	PROGRAM SUPPLIES AND RELATED EXP	33,000.00	14,816.06	917.08	18,183.94	44.90	
271-790-78910	PROGRAM SUPPLIES AND RELATED EXP	0.00	0.00	0.00	0.00	0.00	
271-790-79001	LIBRARY BOOKS	131,000.00	63,596.93	6,665.20	67,403.07	48.55	
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	20,000.00	8,919.30	928.73	11,080.70	44.60	
271-790-79003	LIBRARY ELECTRONIC RESOURCES	37,500.00	32,695.07	5,479.08	4,804.93	87.19	
271-790-79004	LIBRARY SUBSCRIPTIONS	15,000.00	11,126.26	0.00	3,873.74	74.18	
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	273.49	24.71	726.51	27.35	
271-790-79012	REPLACEMENT BOOKS & RESOURCES	0.00	21.99	0.00	(21.99)	100.00	

GL NUMBER	DESCRIPTION	2021-22 AMENDED		ACTIVITY FOR MONTH		% BDGT USED
		BUDGET	YTD BALANCE 01/31/2022	01/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	117,000.00	56,695.02	3,007.01	60,304.98	48.46
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	18,878.34	1,908.00	(8,878.34)	188.78
271-790-80301	DATA PROCESSING SERVICES	42,000.00	34,145.84	11,362.03	7,854.16	81.30
271-790-80302	TELECOMMUNICATIONS SERVICES	2,000.00	3,027.97	418.04	(1,027.97)	151.40
271-790-80800	AUDIT SERVICES	1,470.00	1,453.21	0.00	16.79	98.86
271-790-80999	MISC FINANCIAL SERVICES	1,500.00	752.85	90.00	747.15	50.19
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	36,800.00	28,392.95	0.00	8,407.05	77.15
271-790-81401	CONSTRUCTION ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00
271-790-81402	CONSULTING ENGINEERING SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
271-790-82500	MISC CONTRACTED SERVICES	16,000.00	27,608.99	2,932.50	(11,608.99)	172.56
271-790-82701	COPIER REPAIR & MAINTENANCE SERVICES	0.00	0.00	0.00	0.00	0.00
271-790-82799	OFFICE EQUIP/FURN REPAIR & MAINT SERVICE	0.00	0.00	0.00	0.00	0.00
271-790-82801	COMPUTER EQUIP REPAIR & TECH SUPPORT SVC	500.00	0.00	0.00	500.00	0.00
271-790-83200	CLEANING & JANITORIAL SERVICES	45,000.00	22,988.68	4,548.54	22,011.32	51.09
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	20,000.00	18,363.94	900.42	1,636.06	91.82
271-790-83302	PLUMBING REPAIR & MAINTENANCE SERVICES	600.00	123.99	0.00	476.01	20.67
271-790-83303	ELEVATOR REPAIR & MAINTENANCE SERVICES	8,100.00	0.00	0.00	8,100.00	0.00
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICES	1,000.00	672.44	0.00	327.56	67.24
271-790-85101	ELECTRIC	45,000.00	34,637.74	2,646.66	10,362.26	76.97
271-790-85103	GAS	15,000.00	5,371.06	1,400.80	9,628.94	35.81
271-790-85105	WATER	5,000.00	2,130.48	0.00	2,869.52	42.61
271-790-85107	TELEPHONE SERVICE	5,000.00	2,809.97	501.95	2,190.03	56.20
271-790-85200	TAXES	0.00	0.72	0.72	(0.72)	100.00
271-790-85300	BUILDING SECURITY SERVICES	5,000.00	3,348.53	0.00	1,651.47	66.97
271-790-85600	PRINTING & DOCUMENT DUPLICATING	9,000.00	6,650.37	0.00	2,349.63	73.89
271-790-85800	POSTAGE & MAILING SERVICES	6,000.00	4,260.00	0.00	1,740.00	71.00
271-790-86101	TRAINING & EDUCATION	7,000.00	953.34	0.00	6,046.66	13.62
271-790-86300	TRAVEL COSTS	200.00	0.00	0.00	200.00	0.00
271-790-86500	DUES & MEMBERSHIPS	3,000.00	2,054.69	0.00	945.31	68.49
271-790-87501	ADVERTISING & LEGAL NOTICES	3,500.00	225.85	0.00	3,274.15	6.45
271-790-89271	LIBRARY FACILITY LEASE	0.00	0.00	0.00	0.00	0.00
271-790-89700	OFFICE EQUIP/FURNITURE LEASES & RENTALS	0.00	0.00	0.00	0.00	0.00
271-790-90200	OPERB COST DISTRIBUTION	0.00	0.00	0.00	0.00	0.00
271-790-90201	GROUP MEDICAL INSURANCE (RETIREMENT)	0.00	0.00	0.00	0.00	0.00
271-790-92200	MOTOR POOL VEHICLE RENTALS	2,260.00	0.00	0.00	2,260.00	0.00
271-790-92600	ADMINISTRATIVE CHARGES	82,740.00	41,370.00	0.00	41,370.00	50.00
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	58,060.00	30,529.56	0.00	27,530.44	52.58
271-790-93299	TRANSFER TO GRANT FUND	32,100.00	0.00	0.00	32,100.00	0.00
271-790-93498	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00
271-790-93636	TRANSFER TO INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2021-22 AMENDED		ACTIVITY FOR MONTH		% BDGT USED
		BUDGET	YTD BALANCE 01/31/2022 NORMAL (ABNORMAL)	01/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
271-790-94000	PAYMENT TO ESCROW AGENT	0.00	0.00	0.00	0.00	0.00
271-790-96400	BANK SERVICE CHARGES & FEES	1,400.00	1,167.01	107.72	232.99	83.36
271-790-96800	MISCELLANEOUS EXPENDITURES	7,500.00	6,207.10	0.00	1,292.90	82.76
271-790-96901	INCREASE IN FUND BALANCE	0.00	0.00	0.00	0.00	0.00
271-790-97000	CAPITAL OUTLAY	227,900.00	1,320.00	0.00	226,580.00	0.58
271-790-97001	CAPITAL OUTLAY-NON-QUALIFIED	0.00	0.00	0.00	0.00	0.00
271-790-99131	PENSION PRINCIPAL	50,000.00	49,761.90	0.00	238.10	99.52
271-790-99136	OPEB PRINCIPAL	139,000.00	138,150.18	0.00	849.82	99.39
271-790-99208	LIBRARY BOND PRINCIPAL EXP	274,000.00	0.00	0.00	274,000.00	0.00
271-790-99531	PENSION DEBT INTEREST	45,000.00	22,680.92	0.00	22,319.08	50.40
271-790-99536	OPEB DEBT INTEREST	125,000.00	62,961.84	0.00	62,038.16	50.37
271-790-99608	LIBRARY BOND INTEREST EXP	13,000.00	6,405.50	0.00	6,594.50	49.27
271-790-99800	LONG-TERM DEBT AGENCY FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 790 - LIBRARY		3,232,390.00	1,576,368.89	160,237.15	1,656,021.11	48.77
TOTAL EXPENDITURES		3,232,390.00	1,576,368.89	160,237.15	1,656,021.11	48.77
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		3,232,390.00	2,763,944.39	11,380.79	468,445.61	85.51
TOTAL EXPENDITURES		3,232,390.00	1,576,368.89	160,237.15	1,656,021.11	48.77
NET OF REVENUES & EXPENDITURES		0.00	1,187,575.50	(148,856.36)	(1,187,575.50)	100.00
BEG. FUND BALANCE		980,394.74	980,394.74			
END FUND BALANCE		980,394.74	2,167,970.24			
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		3,232,390.00	2,763,944.39	11,380.79	468,445.61	85.51
NET OF REVENUES & EXPENDITURES		0.00	1,576,368.89	160,237.15	1,656,021.11	48.77
BEG. FUND BALANCE - ALL FUNDS		980,394.74	1,187,575.50	(148,856.36)	(1,187,575.50)	100.00
END FUND BALANCE - ALL FUNDS		980,394.74	2,167,970.24			

02/16/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
271-000-40200	PROPERTY TAX REVENUES	2,626,000.00	2,584,961.22	0.00	41,038.78	98.44
271-000-53099	MISCELLANEOUS FEDERAL GRANTS	0.00	2,742.45	0.00	(2,742.45)	100.00
271-000-57300	LOCAL COMMUNITY STABILIZATION	27,000.00	29,183.42	0.00	(2,183.42)	108.09
271-000-57403	STATE - AID TO LIBRARY	37,000.00	25,030.09	0.00	11,969.91	67.65
271-000-57405	STATE - LIBRARY PENAL FINES	120,000.00	101,063.77	0.00	18,936.23	84.22
271-000-64201	LIBRARY COPIER CHARGES	100.00	1,671.00	0.00	(1,571.00)	1,671.00
271-000-65701	LIBRARY SERVICE CHARGES & FINES	0.00	510.11	0.00	(510.11)	100.00
271-000-65702	LIBRARY REPL MATERIALS FEES	1,000.00	919.16	0.00	80.84	91.92
271-000-66500	INTEREST	4,500.00	1,263.53	0.00	3,236.47	28.08
271-000-67100	MISCELLANEOUS REVENUE	2,000.00	531.66	0.00	1,468.34	26.58
271-000-67501	DONATIONS	27,500.00	10,605.00	0.00	16,895.00	38.56
271-000-67503	MEMORIAL BOOK FUND	1,000.00	975.00	0.00	25.00	97.50
271-000-67570	DONATIONS - MISC LIBRARY	0.00	8,229.48	0.00	(8,229.48)	100.00
271-000-69400	CASH OVER AND SHORT	0.00	0.00	0.00	0.00	0.00
271-000-69700	USE OF FUND BALANCE	386,290.00	0.00	0.00	386,290.00	0.00
271-000-69800	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
271-000-69929	TRANSFER FROM ROOTS	0.00	0.00	0.00	0.00	0.00
271-000-69943	TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00
271-000-69962	TRANSFER FROM WC INSURANCE FUND	0.00	0.00	0.00	0.00	0.00
271-000-69968	TRANSFER FROM MED INSURANCE	0.00	0.00	0.00	0.00	0.00
271-000-69969	TRANSFER FROM GENERAL LIABILITY	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		3,232,390.00	2,767,685.89	0.00	464,704.11	85.62
TOTAL REVENUES		3,232,390.00	2,767,685.89	0.00	464,704.11	85.62

GL NUMBER	DESCRIPTION	2021-22 AMENDED		ACTIVITY FOR MONTH		AVAILABLE BALANCE	% BDGT USED
		BUDGET	YTD BALANCE 03/31/2022	03/31/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Expenditures							
Dept 790 - LIBRARY							
271-790-70203	WAGES - PERMANENT	650,960.00	371,729.71	0.00	279,230.29	57.10	
271-790-70204	WAGES - TEMPORARY	479,790.00	279,603.12	0.00	200,186.88	58.28	
271-790-70300	WAGES - OVERTIME	0.00	3,428.33	0.00	(3,428.33)	100.00	
271-790-70401	LONGEVITY PAY	17,050.00	16,802.53	0.00	247.47	98.55	
271-790-70402	SICK LEAVE PAY	3,500.00	0.00	0.00	3,500.00	0.00	
271-790-70404	SHIFT DIFFERENTIAL PAY	0.00	0.00	0.00	0.00	0.00	
271-790-70407	DUPPLICATE HEALTH CARE BENEFITS PAY	2,400.00	1,400.00	0.00	1,000.00	58.33	
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	2,180.00	1,203.55	0.00	976.45	55.21	
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	18,640.00	9,200.65	0.00	9,439.35	49.36	
271-790-70603	OPEB CONTRIBUTIONS	14,970.00	10,996.58	0.00	3,973.42	73.46	
271-790-70604	PENSION - UAL - GENERAL	40,080.00	23,014.71	0.00	17,065.29	57.42	
271-790-70606	OPEB - UAL	17,920.00	7,333.97	0.00	10,586.03	40.93	
271-790-70610	DEFINED CONTRIBUTION	37,160.00	20,955.34	0.00	16,204.66	56.39	
271-790-70620	RETIREE HSA	12,490.00	6,985.08	0.00	5,504.92	55.93	
271-790-71101	FICA	87,530.00	50,748.62	0.00	36,781.38	57.98	
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	650.00	561.49	0.00	88.51	86.38	
271-790-71201	GROUP MEDICAL INSURANCE	89,040.00	42,307.39	0.00	46,732.61	47.52	
271-790-71203	GROUP DENTAL INSURANCE	7,690.00	3,987.25	0.00	3,702.75	51.85	
271-790-71204	GROUP LIFE INSURANCE	2,560.00	1,166.80	0.00	1,393.20	45.58	
271-790-71205	VISION INSURANCE	580.00	282.63	0.00	297.37	48.73	
271-790-71206	WORKERS COMPENSATION INSURANCE	1,070.00	772.35	0.00	297.65	72.18	
271-790-71207	SHORT AND LONG TERM DISABILITY	0.00	1,618.18	0.00	(1,618.18)	100.00	
271-790-72701	OFFICE SUPPLIES	6,000.00	7,042.44	0.00	(1,042.44)	117.37	
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	2,000.00	886.46	0.00	1,113.54	44.32	
271-790-72800	COMPUTER SUPPLIES & PARTS	20,000.00	4,823.18	0.00	15,176.82	24.12	
271-790-73200	CLEANING & JANITORIAL SUPPLIES	10,000.00	3,249.48	0.00	6,750.52	32.49	
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000.00	747.98	0.00	252.02	74.80	
271-790-73800	ELECTRICAL & LIGHTING SUPPLIES	500.00	484.75	0.00	15.25	96.95	
271-790-74500	TREES, SHRUBS & PLANTS	500.00	0.00	0.00	500.00	0.00	
271-790-78900	PROGRAM SUPPLIES AND RELATED EXP	33,000.00	16,378.98	0.00	16,621.02	49.63	
271-790-78910	PROGRAM SUPPLIES AND RELATED EXP	0.00	0.00	0.00	0.00	0.00	
271-790-79001	LIBRARY BOOKS	131,000.00	70,426.76	0.00	60,573.24	53.76	
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	20,000.00	10,186.30	0.00	9,813.70	50.93	
271-790-79003	LIBRARY ELECTRONIC RESOURCES	37,500.00	40,571.79	0.00	(3,071.79)	108.19	
271-790-79004	LIBRARY SUBSCRIPTIONS	15,000.00	11,668.70	0.00	3,331.30	77.79	
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	336.37	0.00	663.63	33.64	
271-790-79012	REPLACEMENT BOOKS & RESOURCES	0.00	21.99	0.00	(21.99)	100.00	
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	117,000.00	66,823.42	0.00	50,176.58	57.11	

GL NUMBER	DESCRIPTION	2021-22 AMENDED		ACTIVITY FOR MONTH		AVAILABLE BALANCE	% BDGT USED
		BUDGET	YTD BALANCE 03/31/2022	03/31/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)		
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	19,112.40	0.00	(9,112.40)	191.12	
271-790-80301	DATA PROCESSING SERVICES	42,000.00	34,145.84	0.00	7,854.16	81.30	
271-790-80302	TELECOMMUNICATIONS SERVICES	2,000.00	3,429.75	0.00	(1,429.75)	171.49	
271-790-80800	AUDIT SERVICES	1,470.00	1,453.21	0.00	16.79	98.86	
271-790-80999	MISC FINANCIAL SERVICES	1,500.00	842.85	0.00	657.15	56.19	
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	36,800.00	28,392.95	0.00	8,407.05	77.15	
271-790-81401	CONSTRUCTION ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	
271-790-81402	CONSULTING ENGINEERING SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	
271-790-82500	MISC CONTRACTED SERVICES	16,000.00	28,752.38	0.00	(12,752.38)	179.70	
271-790-82701	COPIER REPAIR & MAINTENANCE SERVICES	0.00	0.00	0.00	0.00	0.00	
271-790-82799	OFFICE EQUIP/FURN REPAIR & MAINT SERVICE	0.00	0.00	0.00	0.00	0.00	
271-790-82801	COMPUTER EQUIP REPAIR & TECH SUPPORT SVC	500.00	0.00	0.00	500.00	0.00	
271-790-83200	CLEANING & JANITORIAL SERVICES	45,000.00	25,668.89	0.00	19,331.11	57.04	
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	20,000.00	19,264.36	0.00	735.64	96.32	
271-790-83302	PLUMBING REPAIR & MAINTENANCE SERVICES	600.00	123.99	0.00	476.01	20.67	
271-790-83303	ELEVATOR REPAIR & MAINTENANCE SERVICES	8,100.00	0.00	0.00	8,100.00	0.00	
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICES	1,000.00	6,823.44	0.00	(5,823.44)	682.34	
271-790-85101	ELECTRIC	45,000.00	38,122.05	0.00	6,877.95	84.72	
271-790-85103	GAS	15,000.00	7,107.58	0.00	7,892.42	47.38	
271-790-85105	WATER	5,000.00	2,130.48	0.00	2,869.52	42.61	
271-790-85107	TELEPHONE SERVICE	5,000.00	2,809.97	0.00	2,190.03	56.20	
271-790-85200	TAXES	0.00	0.72	0.00	(0.72)	100.00	
271-790-85300	BUILDING SECURITY SERVICES	5,000.00	3,348.53	0.00	1,651.47	66.97	
271-790-85600	PRINTING & DOCUMENT DUPLICATING	9,000.00	6,650.37	0.00	2,349.63	73.89	
271-790-85800	POSTAGE & MAILING SERVICES	6,000.00	4,260.00	0.00	1,740.00	71.00	
271-790-86101	TRAINING & EDUCATION	7,000.00	1,217.34	0.00	5,782.66	17.39	
271-790-86300	TRAVEL COSTS	200.00	0.00	0.00	200.00	0.00	
271-790-86500	DUES & MEMBERSHIPS	3,000.00	2,352.69	0.00	647.31	78.42	
271-790-87501	ADVERTISING & LEGAL NOTICES	3,500.00	225.85	0.00	3,274.15	6.45	
271-790-89271	LIBRARY FACILITY LEASE	0.00	0.00	0.00	0.00	0.00	
271-790-89700	OFFICE EQUIP/FURNITURE LEASES & RENTALS	0.00	0.00	0.00	0.00	0.00	
271-790-90200	OPER COST DISTRIBUTION	0.00	0.00	0.00	0.00	0.00	
271-790-90201	GROUP MEDICAL INSURANCE (RETIREMENT)	0.00	0.00	0.00	0.00	0.00	
271-790-92200	MOTOR POOL VEHICLE RENTALS	2,260.00	0.00	0.00	2,260.00	0.00	
271-790-92600	ADMINISTRATIVE CHARGES	82,740.00	41,370.00	0.00	41,370.00	50.00	
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	58,060.00	30,529.56	0.00	27,530.44	52.58	
271-790-93299	TRANSFER TO GRANT FUND	32,100.00	0.00	0.00	32,100.00	0.00	
271-790-93498	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	
271-790-93636	TRANSFER TO INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	0.00	
271-790-94000	PAYMENT TO ESCROW AGENT	0.00	0.00	0.00	0.00	0.00	

GL NUMBER	DESCRIPTION	2021-22 AMENDED		ACTIVITY FOR MONTH		% BDGT USED
		BUDGET	YTD BALANCE 03/31/2022	03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
271-790-96400	BANK SERVICE CHARGES & FEES	1,400.00	1,167.01	0.00	232.99	83.36
271-790-96800	MISCELLANEOUS EXPENDITURES	7,500.00	6,207.10	0.00	1,292.90	82.76
271-790-96901	INCREASE IN FUND BALANCE	0.00	0.00	0.00	0.00	0.00
271-790-97000	CAPITAL OUTLAY	227,900.00	7,670.00	0.00	220,230.00	3.37
271-790-97001	CAPITAL OUTLAY-NON-QUALIFIED	0.00	0.00	0.00	0.00	0.00
271-790-99131	PENSION PRINCIPAL	50,000.00	49,761.90	0.00	238.10	99.52
271-790-99136	OPEB PRINCIPAL	139,000.00	138,150.18	0.00	849.82	99.39
271-790-99208	LIBRARY BOND PRINCIPAL EXP	274,000.00	0.00	0.00	274,000.00	0.00
271-790-99531	PENSION DEBT INTEREST	45,000.00	22,680.92	0.00	22,319.08	50.40
271-790-99536	OPEB DEBT INTEREST	125,000.00	62,961.84	0.00	62,038.16	50.37
271-790-99608	LIBRARY BOND INTEREST EXP	13,000.00	6,405.50	0.00	6,594.50	49.27
271-790-99800	LONG-TERM DEBT AGENCY FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 790 - LIBRARY		3,232,390.00	1,690,886.53	0.00	1,541,503.47	52.31
TOTAL EXPENDITURES		3,232,390.00	1,690,886.53	0.00	1,541,503.47	52.31
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		3,232,390.00	2,767,685.89	0.00	464,704.11	85.62
TOTAL EXPENDITURES		3,232,390.00	1,690,886.53	0.00	1,541,503.47	52.31
NET OF REVENUES & EXPENDITURES		0.00	1,076,799.36	0.00	(1,076,799.36)	100.00
BEG. FUND BALANCE		980,394.74	980,394.74			
END FUND BALANCE		980,394.74	2,057,194.10			
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		3,232,390.00	2,767,685.89	0.00	464,704.11	85.62
NET OF REVENUES & EXPENDITURES		0.00	1,690,886.53	0.00	1,541,503.47	52.31
BEG. FUND BALANCE - ALL FUNDS		980,394.74	1,076,799.36	0.00	(1,076,799.36)	100.00
END FUND BALANCE - ALL FUNDS		980,394.74	2,057,194.10			

Director Report
February 2022

Strategic Plan - Actions and Results

Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.

- Short Term Goal 1- Conduct a space study to better utilize what we have
- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development
 - Staff training in February:
 - Defining a vision for the Library of Things
 - Libby/Overdrive update
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - Library Aware team is mocking up revised newsletters
 - For Administration - will be asking each of you for a photo and a bio. Will feature a different Board member each month.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community
 - Access control installed.
 - Sliding doors were not working. Had a major repair (\$6100)
- Long Term Goal 2- Invest in and make accessible innovative technologies
- Long Term Goal 3- Secure stable funding
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library
 - Team is working through process mapping of our materials ordering and processing procedures.

Director Updates

- Participant in the Aging in Place Task Force - community engagement and inclusion committee
 - Also presented to the committee on communication.

Facility

- Access Control installed.
- Canopy and railing to be installed - was supposed to be in February, but I have yet to be informed of a date

Programs

- The Management Team is discussing when to begin in-person programs. For adults, many programs have contracts/agreements for online programs only. Here is information from local libraries:

- Clawson: some in person, very low-key, enforced social distancing, no youth programs
- Berkley: Targeting April, all ages
- Oak Park: having an author visit on 3/1; doing hybrid programs
- Madison Heights: in-person, all ages
- Troy: holding programs at the community center during their remodel

Professional Development

- I am attending a 3-part series from The Library Network on "Cultivating Cultures of Belonging" which has a DEI focus.

Staff News

- Two Municipal Clerk I positions closed on 1/28. HR is setting up online testing (as required by the City Charter). We have not seen those applications yet.
- Resignations:
 - Library Monitor: graduated from college and got a job in her field. 17 hours/week
 - Circulation Aide resigned - is working on her MLIS, got an internship in Youth Services in Troy. 6 hours/week
 - Page: Position closed 2/15
- Received 15 applications for the Librarian III/Youth Services supervisor position
 - Started with 8 candidates for 30-minute Zoom interviews during the week of 2/14. In-person interviews to follow.

Security Issues/Suspensions

- 2/11/22 A customer (name unknown) ate food in the computer lab and left his trash everywhere. I had spoken with him about this issue on 1/4/22. A letter was prepared, suspending him for 30 days from the date he receives the letter. He returned on 2/14/22, denied his actions, and left without incident. He may return on 3/15/22.
- 2/13/22 A customer (Stephen) yelled and swore at staff, which included (but was not limited to) calling a staff person a "bitch." We had previously spoken to him about his behavior toward staff in the fall of 2021 when he was upset with the mask requirement, so this would be his second violation. A letter was prepared, suspending him for 30 days from the date he receives the letter. He returned on 2/14/22, denied his actions, and said the staff was "lying on him" and that our letter was "harassment." We insisted he leave, which caused him to swear at me and Adrienne. He refused to leave the premises, and went and stood outside on the terrace. The Police were called - he requested they be called, and we called them because he would not leave. They spoke with him and us and he eventually left. He can return on 3/15/22.

Patron Feedback

- I received the following email: With the recent attention on book bans, I've become concerned that ROPL will face challenges to its collection. I wanted to write in support of keeping a diverse collection of books for both the adult and children's collections.

I value having books that feature characters and experiences different than my own. It is important that our community be able to access books featuring fiction and non-fiction stories of people of color, members of the LGBT community, and different religious and ethnic backgrounds.

Thank you,

Laura

- 2/16/22 The following 3-star review was posted on Google:
Joseph C.

The only issue that I have is against the loud mouth black female librarian who apparently has forgotten that she shouldn't speak and laugh absurdly loud inside a library.

I responded: In a public setting, you never know when people have hearing issues, especially with masks on. Sometimes we speak loudly to ensure our customers can hear us. We also enjoy our jobs and working with the public, so laughter and joy does get expressed by our team. I hope you will reconsider your review. It comes across as targeting our staff of color, and I don't believe that was your intention. You can always reach out to me directly if you have an issue. Thank you, Sandy Irwin, Library Director

- I flagged it for Google as bullying or harassment; it takes up to 3 days for them to review it.
- 2/17/22 The following 2-star review was posted on Google by Joseph C.: Last time I was there, I didn't know if I was in a library or a homeless shelter. Disgusting.

I responded: Hi Joseph. People from all walks of life can use public spaces, including libraries. Honestly, our unhoused population treats the library space, the staff, and other library users respectfully. If you have any issues, please reach out to me directly. Thank you, Sandy Irwin, Library Director.

Departmental Reports for the Board - Access Services January-February 2022

Strategic Plan - Actions and Results

Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.

- Short Term Goal 1- Conduct a space study to better utilize what we have
- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development
 - The hiring process continues for the full-time Municipal Clerk I positions and we are also recruiting for a part-time Library Page.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - Working on a shifting project with the tremendous help of one of our new volunteers, Julie. We have shifted the adult nonfiction towards the study rooms which opened up more room for the teen fiction collection. We also separated the teen nonfiction and shelved it closer to the other teen items. These moves will allow the popular collection more room for growth and development.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services

- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community
- Long Term Goal 2- Invest in and make accessible innovative technologies
- Long Term Goal 3- Secure stable funding
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library

Programs

- Kelly Carter completed the What's the Hoopla campaign to spread awareness about Hoopla to patrons and shared this summary:
What great fun we had kicking off Access Services' first official non-program program!

"What's All the Hoopla?" was a campaign designed to help ring in the new year for us by educating patrons (and staff) on Hoopla Digital services. Using social media, postcards and posters, patrons were encouraged to come into the library and ask "*What's All the Hoopla?*" For doing so they were given free gifts. Those gifts were stylus pens with the Hoopla logo and insignia, and a library card wallet which included a Hoopla bookmark, as well as an info card that explained (in nice detail) how Hoopla's "Instant" and "Flex" borrows work. The wallet also included QR codes for the Michigan Activity Pass program (MAP) and the TLN group discount for the Detroit Zoo.

400 pens, around 50 card wallets were distributed between both the Access Services and Youth Services desks. I asked staff to make note of their experiences with the campaign and they were very happy with it and said they rather enjoyed it. They noticed that the patrons REALLY liked getting the pens. (Something we may want to consider for future campaigns.) Diane noted the following:

"A patron who was checking out today noticed the info about Hoopla. She took the packet and asked about it. I explained what a great resource it is and that she should investigate it. I also mentioned that I am continuing to learn about."

Huge thanks to Matt Day for reaching out to our Hoopla rep and getting all the material and the pens and to Emily Crosby who gave us a youth volunteer who stuffed the wallets and trimmed postcards. It was great that we all worked together on this and it was a wonderful experience.

Statistical impact: There were 535 more uses of Hoopla in January 2022 than December 2021- a 22% increase!

Outreach

- Kelly is working on collaborating with the Senior Center and will be giving a presentation on the GetSetUp program on March 1. GetSetUp is a live online learning platform for seniors and includes such topics as technology use, exercise and mental health.

Professional Development

- February 8: Webinars Older Adults & Parks and We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After

Staff News

- Happy ROPLnniversary to the following Access Services staff:
 - Vilma - February 16 (5 years)
- On February 7 we said goodbye to Library Monitor Allison Brengle and on February 14 we said goodbye to Library Page Miles Mitchell. Allison and Miles were wonderful members of the team and we will miss them tremendously but wish them well in their future adventures!

Feedback

- From Megan Summers: I have to give a shout-out to Josh [Boggs] for putting together one of the best presentations I've seen yet hosting programs at ROPL. Through his work with the Friends of the Main Art non-profit group, Josh compiled an interactive, engaging PowerPoint presentation about the history of the Main Art Theater and its vital role as a community center in Royal Oak. In my humble opinion, we're lucky to have Josh on our team at ROPL!
- Kelly has also been working with the Friends of the Library to provide assistance with getting the Friends to use their PayPal account to be able to take credit card payments in the shop and I received some great feedback: "Thanks for all your work on this, Kelly. We all really appreciate it! Here's hoping we get more people in the library, more people in the shop, and more people using the PayPal app!" and "Excellent job, Kelly. Great working with and talking to you yesterday."
- A patron was very happy to have her library card renewed via the Online Card Renewal Option we added to the Ask A Librarian Form: "Adrienne, thanks for your prompt service. I thought this would be way more complicated, and you have made it so easy. Have a great day!"

ADULT SERVICES MONTHLY REPORT

January to February 2022

Strategic Plan - Actions and Results

Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development
LaCharmine is working part of her time in Adult Services usually eight hours per week. For the past few weeks she has been working the adult reference desk. I am training her and going through the staff manual with her. The process is slow but deliberately so given the amount of material to be mastered.
Meanwhile I am working on a manual for the computer aides. It's really a compilation but I expect it to evolve in light of probable future changes.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
We will soon have a volunteer with an archival background to work on the Historical Room collections. Her assessment of that room should prove invaluable.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
- Program publicity is proceeding on time. Adult programs are now on Evanced The Leaflet and rest of the program publicity for the spring is proceeding on time. Flyers are done and will be put out shortly and the Leaflet is nearly ready for the printer after a few last minute changes.
- Staff picks have been revived. This is a type of book display of books recommended by staff with a short comment or review.
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library
AS staff are participating in the effort to get new books and materials out to the public in a more timely way. This involves having our vendor, Ingram, do some of the processing. There are also plans to reassign most of the clerical tasks of ordering to access services in the long term future.

Programs

- We are providing the usual high quality and quantity of adult programming for the viewing public during the spring months of March April and May while looking forward to the summer and its "oceanic" theme. The spring Leaflet is in Mrs Marsh's hands but she has already produced fliers for individual programs. Staff have added their programs to the Evanced calendar with registration links and Ed has cleaned them up so-to-speak and added pictures. Our programs continue to draw praise from the public and have good solid attendance. Patrons are starting to recognize me from the introductions I give to presenters on line.

Outreach

- Megan and I virtually met with members of the Royal Oak Chamber of commerce to discuss the possibility of hosting business and financial programs from ROCC members. More importantly we opened a channel of communication and started a new partnership with them.
- The Aging in Place committee continues to meet and work on a plan to enhance service to resident seniors. I represent the library in the health care task force which meets about every 2 to 3 weeks. What we are finding is that the different groups – health, public spaces, communication, inclusion, housing, transportation -- all seem to dovetail. Health care needs affect transportation for example. The next meeting on the 17th will feature a panel of experts on health care and related services. The meetings are conducted in a smooth, well organized and efficient manner

Professional Development

- Staff met on 8 February with our Ingram representative for instruction on grid ordering. This is basically the ordering of new books that will come preprocessed with spine labels, Mylar jacket covers and so on. The specs have already been worked out and are tied to grid ordering. The class was very instructive but unfortunately very little time was spent on grid ordering as such but there are recordings we can watch and contact the rep with any questions.

Patron Feedback

- This is from a recent program on electric cars: "Thanks. We certainly enjoy your wonderful programing. Brings sunshine into this terrible COVID time. Please keep up the good work".
- Hello Matthew, I'm writing to tell you how much I enjoyed last night's program No Justice, No Peace: The Failed Promise of Abolition. Enjoyed may not be the correct word but I think it was one of the best programs the ROPL has hosted and which I attended. It was so very moving and informational. I was so affected by Professor Fiems' presentation that when it ended I gave a donation to the Equal Justice Initiative. Thank you for working hard to offer a variety of interesting programs to the community. I thought you would like to know how I was impacted by last night's program.

Matthew Day
11 February, 2022

Youth Services Monthly Report February 2022

Strategic Plan - Actions and Results

Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.

- Short Term Goal 1- Conduct a space study to better utilize what we have
- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community
- Long Term Goal 2- Invest in and make accessible innovative technologies
- Long Term Goal 3- Secure stable funding
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library

Programs

- Groundhog Day Story Time -Family 2/1/22 (craft)
- Mon. Morning Family Story Time - Ages 5yrs & under 2/7/22, 2/14/22, 2/21/22, 2/28/22
- OpenSpot Theatre Ages 5-12yrs, 2/8/22
- Baby Zumbini w Juliana from Nature's Playhouse - Ages Birth - 4 yrs. 2/10/22
- Graphic Novel Book Club - Grades 4-6 2/14/22
- All Day Valentine Crafts on 2/14/2022
- February Valentine Scavenger hunt
- Crockpot Cooking: Monkey Bread 2/15
- Babysize on 2/4 Love, 2/17 Transportation and 2/24
- Family Storytime on 2/21 Transportation
- Kids Book Club: Wolf Called Wander 2/23
- Teen Conversation Heart Hand Warmers on 2/10

Outreach

- Coordinate distribution of remaining United Way Board Book Donations to RO Head Start and Troy. Delivered to RO Head Start.
- Continue promoting TALK:Text and Learn for Kindergarten Early Literacy program, sending out 2 texts per month re. Library/Community programs for ages 5yrs & under; automatically sends 2 texts/week early literacy activities, developmental tips.
- In February, four school book bins were returned back to the library and three were sent back to classrooms to be returned in April JEN
- All the elementary schools were contacted for their March is reading month theme
- TWIGS will be delivered to the schools at the end of Feb/Early March

- Teen Librarian met with RO Family Pride planning committee
- Teen Librarian opened Teen Clean Closet
- Planning a library card drive with the middle school in coordination with Royalbery competition.
- Volunteers: We gained two new volunteers in February with 48 hours of volunteer time in youth services.

Professional Development

- Emily: Webinars: Copyright for Librarians, How to train your community on Libby, Transitioning to Libby, getting started with OverDrive Marketplace, Curating your digital collection to increase discoverability, de-escalation training.
- Tracy: in process of taking MeL badge trainings
- Jennifer: webinars: de-escalation training and Oceans of Possibilities from the Detroit Zoo
- Barbara: de-escalation training
- All staff were trained from Ingram on grid ordering (part of our efficiency processes).
- Team Libby has been working towards preparing staff and patrons for the switch over to Libby.
- Working towards creating a more enriching volunteer program for our volunteers.

Staff News

- Emily's new design of the volunteer website page, and online volunteer application for both teens and adults.
- Emily - Makerspace NEA grant is in its final report stages.
- Vinyl Collection signage is now up.
- Auburn Hills Library reached out about beginning their own vinyl collection.
- Becca - YA is being shifted to enhance access to materials.
- Jennifer added Wonderbooks! To the collection. These are chapter and graphic novels that are read to the patron.

Patron Feedback

- Patron email saying her family enjoys the library's programs, especially so with OpenSpot Theater's program.
- City Critters program: My kids really enjoyed this program and so did my husband and me too! We learned a lot about animal foot prints.
- On response to me handing off the wrong craft XD: Griffin and I will be popping in to the library on Monday so we will stop by and pick it up then. The possum craft was adorable so we will definitely make another to put with camping trip supplies and help decorate our future sites 👍 Stay warm and thanks for all your efforts into making these crafts so much fun. Helps bring the library to life for these kids and we appreciate you guys for it!
- Patron was very excited that we are now offering vinyl albums. He was so elated to see that we had Zeppelin's 2nd and 4th album.

Resources and Services Cumulative Statistics

Board Summary

Collection Activity	Circulation	eCirculation	Circ Renewals	Circ Self Checkout	Interlibrary Borrowing	Interlibrary Lending	New Registrations	Total Inventory	Computer Uses	Website Page Views	Database Usage
July	41,301	11,932	9,376	11,664	3,876	2,224	236	144,138	615	7,470	15,613
August	40,516	12,314	10,317	10,099	3,887	2,294	226	143,859	648	7,017	16,049
September	36,680	10,753	9,860	8,795	3,875	2,095	236	143,916	589	6,534	14,837
October	35,738	11,098	9,538	8,597	3,846	2,424	242	144,113	663	6,204	15,366
November	37,467	11,259	8,938	9,518	3,982	2,555	174	144,266	561	6,389	15,068
December	36,356	11,564	8,419	8,208	3,798	2,283	229	143,116	654	6,150	15,330
January	39,794	13,203	9,444	9,057	4,417	2,420	242	143,023	742	3,953	16,994
February	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0
2021 - 2022 Totals	267,852	82,123	65,892	65,938	27,681	16,295	1,585	1,006,431	4,472	43,717	109,257
Avg. Per Month	22,321	12,634	5,491	5,495	2,307	1,358	132	83,869	373	3,643	9,105
% Yearly Change	-6.3%	N/A	201.4%	755.4%	18.8%	40.3%	4.6%	-0.8%	30.7%	N/A	-44.0%

Program Activity	Visits	N/A	# of Programs	Program Attendance	Michigan Activity Pass	Reference Services	Outreach Attendance	Days Open	Auditorium Paid Uses	Volunteer Hours
July	9,027	N/A	46	1,399	28	1,007	0	25	0	200
August	8,268	N/A	14	319	15	1,265	100	24	0	194
September	7,335	N/A	48	318	14	1,421	190	26	0	186
October	8,081	N/A	38	406	12	1,089	600	31	0	199
November	8,068	N/A	28	358	3	0	1	26	0	268
December	9,286	N/A	7	86	8	470	2	26	0	178
January	8,238	N/A	28	433	8	635	0	25	0	294
February	0	N/A	0	0	0	0	0	0	0	0
March	0	N/A	0	0	0	0	0	0	0	0
April	0	N/A	0	0	0	0	0	0	0	0
May	0	N/A	0	0	0	0	0	0	0	0
June	0	N/A	0	0	0	0	0	0	0	0
2021 - 2022 Totals	58,303	N/A	209	3,319	88	5,887	893	183	0	1,518
Avg. Per Month	4,859	N/A	17	277	7	491	74	15	0	127
% Yearly Change	213.0%	N/A	-35.3%	-54.2%	0	-0.9%	1273.8%	-4.6%	-100.0%	#DIV/0!

1.30 - Royal Oak Public Library Board Ethics

Guiding Principles:

The Royal Oak Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Library Board members conduct business on behalf of the Royal Oak Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

- Board members shall uphold the integrity of the Royal Oak Public Library and shall perform their duties impartially and diligently.
- Board members shall not engage in discrimination of any kind including that based upon actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family responsibilities, sexual orientation, or gender identity, ~~or HIV status.~~
- Board members shall protect and uphold library patrons' right to privacy in their use of the Library's resources.
- Board members shall avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Royal Oak Public Library. If a Board member believes that the potential for such a conflict exists, the member shall promptly inform the Board and the Library Director.
- ~~Board members shall avoid having interests that conflict with the mission, vision, and values of the Library and that would lead the public to question their impartiality and objectivity. Board members shall avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.~~
- In connection with their duties as Trustee of the Royal Oak Public Library, Board members shall not knowingly accept gifts or compensation from any individual or organization that does business with the Royal Oak Public Library. Should a Board member receive such a gift or compensation, the member shall promptly inform the Board and the Library Director.
- Board members shall not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members ~~or employees.~~
- Board members shall not use or attempt to use their position with the Royal Oak Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members shall not be swayed by partisan interests or fear of criticism.
- Board members shall not denigrate the Royal Oak Public Library or fellow Board members or employees in any public arena.

- Free parking at Royal Oak City Hall shall only be applicable when conducting Library and Library/City-related business. ~~The parking permit issued by the City of Royal Oak to each Board member should be used only when the Board member is involved in library business.~~
- Board members shall disclose any conflict of interest or potential conflict of interest prior to any deliberation or decision of the Library Board in which a potential conflict exists, and a Board member shall refrain from participating in any deliberation or decision where the Board member has such a conflict or potential conflict.

Therefore:

To preserve and uphold the Royal Oak Public Library's reputation as an organization of unimpeachable integrity, each Board member shall fully comply with this policy during their tenure with the Royal Oak Public Library. At the start of each calendar year, or at the first meeting following a Library Board member's appointment, he or she shall sign a copy of this policy, to be maintained on file with the Library Director, to signify that the Board member understands its terms and agrees to uphold its Guiding Principles.

Adopted 3/14/78; rev. 1/27/98; rev. 12/14/99; rev. 3/23/04; reviewed 9/25/07; reaffirmed 10/28/08; rewritten and approved 1/28/14; reaffirmed 12/3/2014; reaffirmed 12/13/16; revised 2/22/22.:

2.10 - Monetary and Other Non-book Gifts

The Royal Oak Public Library welcomes gifts.

The Library reserves the right to evaluate, accept, reject, and dispose of gifts in accordance with the criteria applied to purchased items. No conditions may be imposed by the donor relating to non-monetary gifts made to the Library. In accepting any gift, due consideration must be given to the resources necessary to receive, maintain, and make such gifts available for use.

Gifts of technology are rarely accepted unless they are equal to or better than the Library's current standard; and accepting them does not adversely affect the Library.

When receiving an offer of a non-monetary gift that is unusual or different ~~from~~ regularly accepted gifts, the ~~L~~ibrary ~~D~~irector may defer acceptance of the gift pending approval of the Library Board. When the ~~L~~ibrary accepts a cash gift (unless the donor indicates it is for the Memorial or Gift Book Program), the donation will be added to the ~~ROOTS (Royal Oak Opportunity to Serve) Foundation's library fund.~~ Library's donation fund.

Approved 10/24/00; rev. 5/25/04; rev. 6/27/06; 01/22/08; reaffirmed 2/23/10; revised 2/22/11; reaffirmed 4/26/16; reaffirmed 4/25/17; revised 2/22/22.:

2.11 - Endowment Fund and Planned Giving Policy

The Royal Oak Public Library's ("ROPL" or the "Library") primary source of income is through a voter-approved millage. Additional income is received through, among other things, state aid to public libraries from the Library of Michigan, penal fines, library ~~fees~~ fines and undesignated gifts. These revenue sources are the basis for basic library services. The Library Board also recognizes the importance of planned gifts and endowments in enhancing the Library's programs, facilities, and collections.

Regulations

1. ROPL makes the final decision on acceptance, use or disposition of all materials, donations, or gifts, including planned gifts and endowments, and retains unconditional ownership of the gifts. Checks shall be made payable to the Royal Oak Public Library. In no event shall a check be made payable to an individual who represents the Library in any capacity.
2. Appraisal of non-cash donations are the responsibility of the donor.
3. Gifts to the Library may qualify as a federal tax deduction; the donor will have to consider his or her particular circumstances for the specific tax effect of their gifts. The Library is not responsible for ensuring the tax deduction of any gift.
4. The Director, in consultation with the Library Board and any staff member that the Director designates, shall govern and be responsible for the supervision of all activities of any endowment funds established for the Library.
5. Planned giving can be bequests or other deferred giving through estate planning or outright gifts.
6. The Library encourages deferred gifts in its favor through any of a variety of vehicles. Donors are encouraged to make bequests to the Library under their wills, and to name the Library as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans. Donors may also establish a charitable trust benefiting the Library.
7. The Library or any of its agents shall not act as a personal representative for a donor's estate or as a trustee of a charitable remainder trust.
8. An endowment fund gift may be made by any ~~by way of any~~ means by which assets are transferred to the ROPL directly by the donor or by the donor's agent upon the death of the donor. The endowment fund gift should identify the Library as the beneficiary.
9. Endowment fund gifts may be of two general types:
 - A. Unrestricted: These are gifts with no specific donor requirements or restrictions as to how they are to be used. Expenditures of these funds are made at the discretion of the Director, in consultation with the Library Board and any staff member that the Director designates, and, if necessary, the City Finance Department, for purposes consistent with the mission of

the Library.

B. Restricted: These are gifts for specific objectives or interests of the donor and acceptable to the ROPL. These gifts may be in response to a specific request or unsolicited. They may be directed toward and used for special purposes, such as programs, building and grounds, equipment, or Library materials. The Director, in consultation with the Library Board and any staff member that the Director designates, and, if necessary, the City Finance Department, may reject any proposed restricted gift if the Director believes that the restrictions on the gift are inconsistent with the mission of the Library.

10. Endowment fund gifts may also express the following:

A. Designated as currently expendable: In the absence of specific donor or use instructions to the contrary, all gifts are considered to be available for current expenditures.

B. Designated as a true endowment: Donors may direct that a gift be placed into a permanent fund, the corpus of which may not be withdrawn. Gifts of over \$10,000 may be used to set up a named, true endowment.

11. Donor Recognition

A. The Library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received.

B. Unless anonymity is specifically requested and with full respect for donor privacy:

i. Donor names may be published in reports to the Library Board, press, Library newsletters, or via bookplates.

ii. Endowment and quasi-endowment fund gifts will be named according to the donor's wishes.

Adopted by the Royal Oak Public Library Board on 10/22/19; revised 2/22/22.

2.20 - Disposition of Furniture and Equipment

The Royal Oak Public Library follows established city practices for disposition of furniture and equipment that have been purchased with public funds or donated and put into use in the Library. The procedure is:

- Prepare a list of furniture and equipment for disposal.
- Seek approval of the Library Board of Trustees to dispose of listed furniture and equipment.
- Submit list to City Commission to declare the furniture and equipment surplus.

All dispositions by the Library shall be offered at public sale with published notice, donated to appropriate agencies, or discarded.

The Library is prohibited from selling to individuals by private sale.

Adopted: May 27, 1997; reaffirmed 9/26/06; 1/22/08; 3/24/09; reaffirmed 2/23/10; reaffirmed 2/22/11; reaffirmed 4/26/16; reaffirmed 4/25/17; reaffirmed 2/22/22.

Surplus Items**2-22-22**

Microfilm and associated cabinets:

- Life 1965-69 (no cabinet)
- Look 1969-71 (no cabinet)
- Newsweek 1964-1976 (no cabinet)
- Time 1960-June 1976 (no cabinet)
- New York Times July 1, 1966-December 31, 2002

One empty 9-drawer microfilm cabinet.

IT Surplus Equipment - February 2022

- **(7) LG 22cv241 Chromebase Computers**
Mfg date: 2015
Tags: 003685, 003690, 003687, 003694, 003693, 003688, 003698
- **(1) Dell 4100MP Projector**
Mfg date: 20004
Tags: 003077
- **(1) Epson EMP-1705 Projector**
Mfg. date: 2006
Tag: 002756
- (30) VGA cables
- (12) DVI-D Single cables
- (50) 3-Prong Power cords
Mfg date: 2014
- (6) HP USB Keyboards
Mfg date: 2014